

PRINCIPAL ACCOUNTANT

Class Definition

Under general direction, plans, organizes and directs the activities of various accounting programs and functions within the Finance Division of the Department of Administrative Services.

Distinguishing Characteristics

Principal Accountant is a single-position class assigned to the Finance Division of the Department of Administrative Services. Reporting to the Assistant Controller, the incumbent directs most accounting activities of the division, including general accounting, accounts payable, financial reporting, enterprise accounting, payroll and fixed assets. The incumbent exercises considerable independent judgment relating to the development and deployment of accounting procedures, processes and policies. Principal Accountant is distinguished from Assistant Controller in that the incumbent of the latter has overall responsibility for the Finance Division.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, supervises, and reviews the work of subordinate employees who conduct various accounting functions within the Finance Division.

Coordinates the preparation of the City of Fresno's Consolidated Annual Financial Report.

Acts as liaison between independent City auditors and Finance Division staff.

Supervises the maintenance of financial records for budget accountability, including revenue and disbursement accounts.

Discusses interpretation of policies and procedures with personnel supervised to ensure that work is accurate and properly coordinated.

Analyzes, reviews, and revises methods, procedures, and forms for financial record keeping; develops improved accounting systems.

Renders decisions on accounting administration problems confronting other departments.

Supervises the preparation of regular and special studies and reports.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of professional accounting principles, techniques, and procedures relating to both municipal accounting and auditing of governmental functions.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of computer systems and procedures.

Ability to plan, assign and coordinate the work of employees performing complex assignments relative to financial operations and office procedures.

Ability to apply professional accounting principles, knowledge, and skills to the maintenance of complex fiscal and accounting records.

Ability to establish and maintain satisfactory working relationships with the general public and other City employees.

Minimum Qualifications

Graduation from an accredited four-year college or university with major course work in accounting, business administration, public administration, or a related field; and two years of supervisory experience, preferably in a public sector organization.

Special Requirement

Possession of a valid license as a Certified Public Accountant issued by the State of California Board of Accountancy is desirable.

Possession of a valid California Driver's License may be required.

APPROVED: _____

Director

DATE: _____

Principal Accountant
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